



11070 Old Santa Susana Pass Rd.
Chatsworth, CA 91311
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School Policies

Assalamu Alaikum.

Parents are expected to aid their children in understanding and adhering to all student responsibilities by reviewing the school policies and standards with their child. Parents should stress the importance of performance in school and the need to follow school rules. By keeping informed, involved in school activities and encouraging their child to feel successful, parents can instill humility in their child. This will help each student work at their highest level. Please review the following with your child.

Daily Schedule

The daily schedule at Me'raj Academy is as follows: School begins at 8:00 a.m. and ends at 3:00 p.m. School commences promptly with morning assembly. Dhuhr prayer is held during lunch time.

8:00 am – 8:30 am	Morning Assembly/Daily P.E.
8:30 am – 9:20 am	First Period
9:20 am – 10:10 am	Second Period
10:10 am – 10:30 am	Nutrition
10:30 am – 11:20 pm	Third Period
11:20 pm – 12:15 pm	Fourth Period
12:15 pm – 1:10 pm	Lunch
1:10 pm – 2:05 pm	Fifth Period
2:05 pm – 3:00 pm	Sixth Period

Lunch

Lunchtime is from 12:15 pm to 1:10 pm. Parents are required to send a lunch for their child everyday. Me'raj Academy encourages good eating habits. A well-balanced nutritious meal and beverage are strongly encouraged. Gum, candy, and soft drinks are not permitted. The school would appreciate parents' cooperation in this matter by abstaining from the above mentioned items. In case a student does bring these items to school, they will be confiscated from the child at lunchtime. If a child neglects to bring lunch to school, provisions will be made and parents will be charged \$4.50 for the meal.

Uniform

Each child must have a set of clothing with this/her name printed on each article for identification purposes. Also, please label your child's uniform sweater and jacket. The

uniform should be kept clean. Preschoolers take a daily nap and must take their bedding home to be laundered.

Only the following is part of the permitted daily uniform:

<u>Boys</u>	<u>Girls</u>
Navy Blue Pants	Navy Blue Dress
White Collared Shirts	White Round-Collared Blouse
Navy/Black Shoes	White Leggings
Navy/Black/White Sneakers	White Scarf
Navy Sweaters	Navy Sweaters
Navy Jackets	Navy Jackets
	Navy/Black Shoes

Polos and turtlenecks are not permitted as part of the school uniform. Any student not dressed according to the school uniform will be sent home.

Illnesses

Only prescribed medication will be administered. A medication authorization form must be completed by the parent and handed to the teacher with the medication. Medication must not be placed in the child's lunch box without prior notification of the teacher.

Absences

Parents are requested to notify the school the morning of the child's absence. A reason and expected return date are also requested.

Emergency Cards

It is extremely crucial that parents complete and update their child's emergency information card. In the event of an accident or emergency, the school may release your child only to the persons listed on the emergency card. Updated information should be sent to the school office.

First Aid

Every accident is given immediate attention. Parents, guardians, or other responsible adults will be notified immediately in cases requiring medical attention. An accident report will also be completed and filed. A copy of the report will be sent home.

Tardiness and Late Fees

Students are considered tardy if they arrive after 8:00am. Morning Assembly is held promptly at 8:00, and all students are expected to be present. There are various late fees associated with tardiness. Please review these fees carefully.

- There will be a \$1.00 charge for all students who arrive late after Morning Assembly has begun.
- School ends at 3:00pm. There will be a \$25.00 late fee for children picked up after 3:15pm and a \$50.00 late fee for those picked up after 4:00pm.

Please drop off and pick up your child promptly. It prevents congestion in the parking lot and unnecessary tardiness. Once a parent picks up their child, he/she becomes the parent's responsibility. Parents are not to have conferences with teachers before or after school. Teachers have responsibilities at all times, and such conferences prevent them from fulfilling their duties. You may leave a note in the office requesting a meeting with a particular teacher. The teacher will then call to arrange a meeting time.

Tuition Payment

The tuition fee must be paid for a full 10-month period. In case of withdrawal from the school before the 10-month period ends, parents are obligated to pay the following month's tuition fee. Please review Me'raj Academy's payment policy. We currently offer three methods of payment:

Method 1: *One large lump sum paid in the beginning of the school year.* Parents will receive a 3% discount if payment is made in full upon commencement of school.

Method 2: *Ten post-dated checks given at the beginning of the school year.* Parents will turn in ten checks dated the first of each academic school month (September – June) in the beginning of the school year. Each month, the corresponding will be debited from the account.

Method 3: *Monthly payment.* Parents will be required to add an additional \$50 if they choose this method. Tuition is due the first day of each month and must be paid on time. Bounced checks will be charged a \$25 service fee as well as the \$50 late fee.

Parents must fill out the following forms at the time of admission:

1. Application Form
2. Admission Agreement
3. Emergency Information and Release Form
4. Health Record and Examination Form

A copy of the student's birth certificate must accompany all applications.

Discipline Policy

At Me'raj Academy, every student must abide by the school's set standards of behavior, which is as follows:

Every child shall:

- Attend school regularly.
- Respect the property of the school and others as if it is his/her own.
- Listen to and follow the directions of the persons in authority.

- Be respectful and courteous to everyone.
- Use appropriate language at all times; refrain from the use of vulgar language or actions at all times.
- Keep hands and feet to him/herself.
- Keep his/her environment clean, neat, and free of litter. This includes the classroom, eating area, and playground.
- Play, walk and remain only in supervised areas; areas where a teacher, volunteer or other supervising adult is present.
- No cellular phones or any other electronic devices during school hours. They will be confiscated and returned at the end of school.

In the classroom, every child shall:

- Bring only school related items.
- Bring an absence excuse form from his/her parent/guardian verifying absences and tardies.
- Work, study, and play only in teacher determined areas of the classroom.
- Treat school property with respect keeping them safe from damage or loss.
- Interact positively with all classmates.
- Stay out of unsupervised areas.

In order to help manage student behavior outside of regular class time, on the playground, every child shall:

- Stay in their assigned play areas.
- Walk at all times except in authorized play areas.
- Use restroom and or/drinking faucets only during recess time and not when class is in session.
- No playing in or near restrooms.
- Keep school property free from litter and graffiti.

Every student shall also observe a general consciousness of his or her actions, which may not be listed explicitly in the standards of behavior.

Consequences of Behavior

Me'raj Academy has implemented certain consequences to behavioral violations. Punishment is implemented in a positive nature and is always fitting to the violation.

A student is subject to suspension for 1 to 3 days for a number of reasons, including disruptive behavior, cheating, lying, discourteous behavior, disobedience, refusal to perform assignments, temper tantrums and any other inappropriate behavior.

A student will be expelled from the school in more extreme cases of behavior. A student may also be expelled for gross negligence of schoolwork and homework. Therefore, we urge parents to work with their children at home.

Positive behavior will be rewarded accordingly.

Parents as Partners

Cooperation between the family and school is essential. The school requires parents' full support for its educational program and motivations to be effective and successful. An educational program is only effective when there is reinforcement in other areas of a child's life. Please take note of some special parental requests:

- Please do not interrupt your child's class for a concern other than an emergency once the class has commenced and before it has ended.
- Parents are also requested to wear modest, loose, unrevealing clothing whenever they come to the school premises.

Once you have read each policy and reviewed it with your child, please sign the bottom portion and return it to your child's homeroom teacher. **This form, along with emergency contact information, is due the first Friday of school.**

Thank you for your continued support.

Sincerely,
Me'raj Academy

Please Initial: _____ Throughout the course of the year, Me'raj Academy will be taking photographs of your children which may be used for various publications. By initialing to the left, you are permitting Al Falaq Academy (AKA Me'raj Academy) to use these photos in any publication, including websites, newsletters, etc.

Please Initial: _____ Registration and book fees are NON-REFUNDABLE. If a student leaves the school at any time during the academic year, they will be charged for a FULL YEAR'S TUITION and will not be refunded for any fees paid.

I have read and understand the school policies, I agree to all of its terms and I have reviewed them with my child(ren).

Student's Name

Parent's Signature

Date